Special Programs	Laboratory Affiliates		Loaned Employees
DEFINITION:	.01	A Loaned Employee is an individual currently employed by another corporation that, as a condition of employment, prohibits its employees from private consulting but allows its employees to be loaned to the Laboratory to render services for a limited term. A Loaned Employee has a unique knowledge in scientific, engineering, technical, or administrative fields. Loaned Employee Agreement is established with the parent corporation rather than with the Affiliate.	
AGREEMENT:	.02	The Loaned Employee ag by the Consultant and Af Section in PA-13.	greements are administered filiate Services (CAS)
LIMIT ON FEE-PAID DAYS:	.03	Loaned Employee Agreements are limited to 90 fee- paid days. Exceptions to the number of fee-paid days must be approved by the Director.	
GOVERNMENT AGENCIES:	.04	Services provided by gov are administered on no-fe Agreements.	vernment agencies usually ee Loaned Employee
DOE INTEGRATED CONTRACTORS:	.05	Agreements with individuals employed by DOE Integrated Contractors are established and administered by the Procurement Group (MAT-11). See AM 1002, Procurement.	

CONDITIONS:

.06 The following conditions must be met to establish a Loaned Employee Agreement:

Performance of services must be conducted by a specific individual,

Requirements by the parent corporation must indicate that a Loaned Employee Agreement is mandatory, and

Loaned Employees

The scope of the work to be done must be stated.

REVIEW:

Each potential Loaned Employee Agreement is reviewed on a case-by-case basis. Review includes a cost analysis to ascertain that the fees to be charged are in keeping with Laboratory guidelines. All Loaned Employee Agreement requests are audited by CAS.

ESTABLISHING FEES:

A reasonable daily fee is negotiated and approved by CAS. Fees must be determined before awarding the Loaned Employee Agreement and must have the requesting organization's concurrence.

METHOD OF PAYMENT:

Invoices must be submitted to the Laboratory by the individual's employer and must be in accordance with the negotiated fee, travel, and subsistence terms designated in the agreement. Invoices are processed by Accounts Payable (ACT-1) and are payable to the individual's employer after approval from the requesting organization and CAS.

FUNDING:

All costs accrued to the Loaned Employee Agreement are charged to the sponsoring organization.

SECURITY CLEARANCE: .11 See AM 1201, General Information.

.07

.08

.09